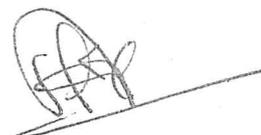


No.51-1/2013-G.I
Government of India
Ministry of Communications and I.T.
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road, New Delhi-1

Dated 11-12-2015

Sub: Security arrangements in Government buildings under MHA security cover – regarding.

The undersigned is directed to circulate herewith a copy of MHA O.M. No.D-32018/04/2015-SSO dated 18.11.2015 on the subject cited above for information and strict compliance of the security instructions by the officers/officials of DOT, Sanchar Bhawan.



(A.K. SINGH)
UNDER SECRETARY (T)
Tele: 23036300

Encl: As above.

To,

1. PS to MOC&IT
2. PPS to Secretary(T)
3. PPS/PS to Member(T)/Member(S)/Member(F)/
4. PPS/PS to Additional Secretary(T)/ Administrator (USOF)/ Wireless Advisor/Advisor (T)/Advisor(F)/ Advisor(O)
5. All Sr. DDG/DDG/JS(A)/JS(T)/CVO/JS&LA/JWA
6. All Directors/Deputy Secretary/Under Secretary/ADGs/ADs/Sections Officers/staff of DOT
7. SDE (Civil)/SDE (Elect.)/SDE (Fire)/SDE (Telephone)
8. Reception Officer, Sanchar Bhawan
9. Asstt. Commandant, CISF, Sanchar Bhawan
10. ADG(IT-II) for uploading on the Website of DOT and 'Knowledge Management' Section
11. Notice Board

F-166591/2015CR
1/12/15

DO I

1/4 59

S(T)

No. D-32018/04/2015-SSO
Bharat Sarkar/Government of India
Grih Mantralaya/Ministry of Home Affairs

NDCC-II Building, Jai Singh Road,
New Delhi, dated the 17th November, 2015

M
2/12/15
ASCT
Forwarded for n.a.
A.S. in Secretary (T)

OFFICE MEMORANDUM

18 NOV 2015

Subject:- Security arrangements in Government buildings under MHA security cover – reg.

Security/Access Control in Government buildings, under MHA security cover is regulated under the provisions of Central Secretariat Security Instructions, 1976. This Ministry has been issuing from time to time, instructions on Security arrangements in Government buildings under MHA Security cover. Some of the important provisions of these rules are reiterated below for strict compliance by the security staff posted at the Government buildings. In cases of doubt, these instructions may be referred or clarifications be sought from Secretariat Security Organisation, Ministry of Home Affairs:-

- i. Entry of employees and visitors:- Entry into Government buildings under MHA security cover is restricted to bonafide persons holding valid Identity Cards/Photo Passes/Validation slips issued by this Ministry. No Unauthorized person, vehicle or material be allowed access to government buildings, including their premises. Such persons must be directed to meet the Reception Officer concerned for issuing entry pass.
- ii. Special provisions for Members of Parliament:- It must be noted that Members of Parliament are entitled to enter government buildings under MHA security cover on the basis of their Identity Card. However, persons accompanying them have no such relaxation and they will be required to obtain Visitors' Passes from the Reception Officer concerned.
- iii. Checking/frisking of visitors before allowing entry:- Security personnel on duty will search and frisk properly each and every visitor entering government buildings under MHA security cover. In case of suspicion, security staff may also search the belongings of any person at the time of his exit from these buildings.

Memo for compliance
2/12/15
ASCT
A.S. in Secretary (T)

7.11.15

US (T)

- Ca
- iv. Regulation of entry of vehicles:- Only authorized vehicles as decided by building administrators and bearing valid parking labels should be allowed to enter the premises of government buildings. Vehicles should not be allowed to obstruct smooth entry/exit of the building. All vehicles including cars, scooters and motor cycles entering the premises should be subject to thorough checking. It should be ensured by the building management that a close coordination with the security staff posted at the building is to be maintained for ensuring this.
- v. Exit of Government property from a Government building:- In order to prevent the incidents of pilferage, it must be ensured that no Government property or records are taken out of government buildings without a proper exit permit in Form 'F'. The Exit Challan in respect of any Government property to be taken out of the building is to be issued by the Section Officer of the General Administration Section of the Ministry occupying the said property. This Challan cannot be issued by any other officer, however senior.
- vi. Checking of gunny bags of vendors:- A thorough checking of gunny bags belonging to vendors is to be conducted to ensure that no office items are taken away unauthorized. Random patrolling in the corridors may be conducted, after closure of office, to ensure that the rooms are locked.
- vii. Entry of Non-Gazetted staff after office hours and holidays:- All Non-Gazetted Government servants holding valid Identity Cards or Passes and desiring entry into government buildings between 1900 and 0700 hrs on a working day, or at any time on a Sunday or holiday, shall enter their particulars and also append their signatures in the "In-and-Out" Register kept with the security staff on duty. They shall also enter in the said register the time of their leaving the government buildings.
- viii. Taking of Gadgets having security implications in Government buildings:- No person shall be allowed to take Camera, Tape recorder, Binocular or carry any fire arms or weapons inside the Government buildings except with the prior permission, in writing of the Chief Security Officer. Provided that this provision will not apply to those officers who have to carry weapons with them as part of their official duty or uniform and Sikhs who carry a Kirpan of the authorized length.
- ix. Seizure of Expired Identity Cards by Security Staff:- The Security Staff on duty shall seize all Identity Cards/Passes the periods of validity of which have expired or which are in a mutilated condition, and send them to the Secretariat Security Organisation for cancellation.

The Security Staff shall issue necessary receipts in Form 'E' in token of confiscation of such Identity Cards/Passes.

- x. Entry of visitors after office hours, on Saturdays, Sundays and holidays:- Entry of visitors into Government buildings under MHA security cover after office hours, on Saturdays, Sundays and holidays will be allowed on the basis of written request from concerned officers of the level of Deputy Secretary and above only or through their Personal Staff in a prescribed format to the security staff on duty. In order to maintain a record of people entering the buildings beyond office hours, the security staff will hand over all such written requests to the concerned Reception Offices on the next working day.

- xi. Entry of Casual Labours after office hours, on Saturdays, Sundays and holidays :- Entry of casual labourers into government buildings under MHA security cover for carrying out civil works on holidays or after and before office hours will be allowed on the basis of order after approval of CSO/Dy. CSO. The existing procedure in this regard is that the concerned Government departments or the CPWD have to obtain advance pass valid for a day or for a specified period from the concerned Reception Officer. After passes are obtained in the name of individual labourer, the concerned Government Department or the CPWD, as the case may be, writes to CSO/Dy. CSO, in duplicate, giving such details as the names of the labourers, pass numbers issued by the Reception Officer, dates/period, time etc. seeking his permission for their entry to Government buildings beyond office hours or on holidays. On approval of CSO/Dy. CSO, the names of the labourers alongwith temporary pass numbers are entered in a diary called "Roznamacha" for instructing security staff and appropriate orders along with diary number are recorded on both the copies of the application before returning one copy of the application to the bearer.

- xii. Entry of Advocates/Litigants and members from public visiting various Tribunals/Commissions etc. located in various Government buildings :- Entry of Advocates/Litigants and members from public visiting various Tribunals/Commissions etc. located in various Government buildings under MHA security cover is allowed on the basis of entry passes issued from Reception after verifying their original Photo-ID document (Driving License/PAN card etc.) and original notice issued by the Tribunal to fix the name and date of hearing. In order to prevent unwarranted crowding, it must be ensured that not more than one person be allowed to accompany a petitioner inside the building.

xiii. Entry of Private Courier staff inside Government buildings :- Entry of private courier staff inside Government buildings for delivering official Dak/letters is not desirable on security considerations. In order to streamline their entry, the Reception staff posted in Government buildings are required to contact the concerned consignee over telephone, as and when the courier comes for them, asking them to come down or send somebody to the reception and receive the consignment. However, any consignment/letter brought outside office hours will either have to be dropped into the letter box or brought to the office on the next working day.

2. This issues with the approval of Chief Security Officer, MHA.



[Amarendra Singh]

Under Secretary to the Government of India

To:

1. All Ministries/Departments located in various government buildings under MHA security cover.
2. DIG(GBS), CISF, Jamnagar House, with a request to brief the security staff for implementing these instructions.
3. Inspector (HQ), SSF, North Block, for similar action.

Copy for information to :

1. CSO, MHA
2. PS to JS(A), MHA

S.No.	Name of the Government of India's Ministries/Deptt.
1.	Department of Space, New BEL Bangalore-560094
2.	Department of Ayush, New Delhi-110001 INA
3.	Department of Economic Affairs, North Block, New Delhi-110001
4.	Ministry of Housing & Urban Poverty Affairs, Nirman Bhawan, New Delhi
5.	Department of Secondary and Higher Education, Shastri Bhawan, New Delhi
6.	Department of Consumer Affairs, Krishi Bhawan, New Delhi
7.	Department of Fertilizer, Shastri Bhawan, New Delhi
8.	Ministry of Corporate Affairs, Shastri Bhawan, New Delhi
9.	Department of Personnel & Training, North Block, New Delhi
10.	Ministry of Agricultural Research and Education, Krishi Bhawan, New Delhi
11.	Department of Agriculture and Cooperation, Krishi Bhawan, New Delhi
12.	Ministry of Coal, Shastri Bhawan, New Delhi
13.	Department of Food & Public Distribution, Krishi Bhawan, New Delhi
14.	Food Processing, Punchsheel Bhawan, August Kranti Marg, New Delhi
15.	Ministry of Mines, Shastri Bhawan, New Delhi
16.	Ministry of Home Affairs, North Block, New Delhi
17.	Department of Rural Development, Krishi Bhawan, New Delhi
18.	Ministry of Tribal Affairs, Shastri Bhawan, New Delhi
19.	Ministry of Water Resources, CGO, New Delhi
20.	Department of Post, Dak Bhawan, Sansad Marg, New Delhi
21.	Department of Telecommunication, 347-D, Dak Bhawan, Sansad Marg, New Delhi
22.	Ministry of New & Renewable Sources of Energy, CGO Complex, Block-14, New Delhi-3
23.	Ministry of Civil Aviation, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-3
24.	Department of Atomic Energy, Anu Shakti Bhawan, Chhatrapati Shivaji Maharaj Marg, Mumbai-400039
25.	Ministry of Tourism, Transport Bhawan, New Delhi
26.	Ministry of Environment & Forests, Paryavaran Bhawan, CGO Complex, New Delhi-3
27.	Department of Animal Husbandry, Dairying and Fisheries, Krishi Bhawan, New Delhi
28.	Department of Supply, 'C' Wing, Nirman Bhawan, New Delhi
29.	Ministry of Petroleum & Natural Gas, Shastri Bhawan, New Delhi
30.	Department of Shipping Transport, Parivahan Bhawan, New Delhi
31.	Ministry of Earth Science, CGO Complex, Block No. 12, New Delhi
32.	Department of Administration Reforms & Public Grievances, Sardar Patel Bhawan, New Delhi
33.	Department of Bio-Technology, CGO Complex, Block No. 2, New Delhi
34.	Department of Financial Services, Jeevan Deep Building, Sansad Marg, New Delhi
35.	Election Commission of India, Nirvachan Sadan, Ashok Road, New Delhi
36.	O/o Comptroller & Auditor General of India, 10, Bahadur Shah Marg, New Delhi
37.	Department of Heavy Industry, Udyog Bhawan, New Delhi
38.	Department of Land Processing, NBO Building, 'G' Wing, Nirman Bhawan, New Delhi
39.	Cabinet Secretariat, Rashtrapati Bhawan, New Delhi
40.	Department of Women & Child Development, Shastri Bhawan, New Delhi
41.	Ministry of Youth Affairs & Sports, Shastri Bhawan, New Delhi
42.	Niti Ayog, Yojana Bhawan, New Delhi
43.	Ministry of Defence, Room No.33, 'A' Wing, Sena Bhawan, New Delhi
44.	Department of Chemical & Petro Chemical, Shastri Bhawan, New Delhi
45.	Department of Revenue, North Block, New Delhi
46.	Railway Board, Rail Bhawan, New Delhi

47.	Ministry of Small Scale Industries, Udyog Bhawan, New Delhi, MSME, Udyog Bhawan, New Delhi
48.	Department of Public Enterprises, Block-14, CGO Complex, New Delhi
49.	Ministry of Textiles, Ministry of Industry, Udyog Bhawan, New Delhi
50.	Ministry of Commerce, Udyog Bhawan, New Delhi
51.	Department of Scientific & Industrial Research, Technology Bhawan, New Mehrauli Road, New Delhi-15
52.	Ministry of External Affairs, South Block, New Delhi
53.	Ministry of Power, Shram Shakti Bhawan, New Delhi
54.	Department of Legal Affairs, Shastri Bhawan, New Delhi
55.	Department of Legislative, Shastri Bhawan, New Delhi
56.	Ministry of Development of North Eastern Region, Vigyan Bhawan, New Delhi
57.	Department of Expenditure, North Block, New Delhi
58.	Ministry of Urban Development, Nirman Bhawan, New Delhi
59.	Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi
60.	Union Public Service Commission, Dhoolpur House, Shahjahan Road, New Delhi
61.	Ministry of Parliamentary Affairs, 87, Sansad Marg, New Delhi
62.	Ministry of Cultural, Shastri Bhawan, New Delhi
63.	Ministry of Statistics & Programme Implementation, Sardar Patel Bhawan, New Delhi
64.	Ministry of Social Justice & Empowerment, Shastri Bhawan, New Delhi
65.	Ministry of Information & Broadcasting, Shastri Bhawan, New Delhi
66.	Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi
67.	Department of Road Transport & Highways, Parivahan Bhawan, New Delhi
68.	Department of Disinvestment, Block-II & 14-A, CGO Complex, Lodi Road, New Delhi
69.	Ministry of Panchayati Raj, Sardar Patel Bhawan, New Delhi
70.	Ministry of Minority Affairs, Paryavaran Bhawan, New Delhi
71.	Minority Commission, Lok Nayak Bhawan, New Delhi
72.	Ministry of Steel, Udyog Bhawan, New Delhi
73.	Department of Space, Lok Nayak Bhawan, New Delhi
74.	Department of Atomic Energy, South Block, New Delhi
